

TIME CLOCK REGULATION

Each employee defined in this policy is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

1. Employees are required to clock in at their assigned start time and must clock out when they go off duty, both with password protection.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized by the employee's supervisor, no employee may clock in more than five (5) minutes prior to or after the start of their assigned shift. Employees may not clock out more than five (5) minutes prior to or following the end of their assigned shift.
4. Clocking in within the time-frame specified in Item three above will be calculated as an on-time report for duty.
5. Time recorded will be the work-time paid. Any adjustments to the recorded time must be requested in writing using the Timecard Adjustment Form and approved by the employee's supervisor.
6. If the employee is scheduled a lunch break and free from all duties, employee must clock in/out for their designated lunch break.
7. Employees should not clock out for designated break time and must stay on campus during break time unless approval has been granted by the supervisor.
8. Performing time clock operations on behalf of another employee is strictly forbidden.
9. Employees are required to review their time clock entries for possible errors at the end of each shift and report any needed adjustments on a Timecard Adjustment form to be presented to their supervisor and/or building administrator.

Violations of this policy may result in disciplinary actions, including oral or written warnings, suspension without pay and/or termination.

CROSS REFERENCE: Policy GBBE and Time Clock Guidelines

Adopted: October 8, 2013